

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** COMMUNITY RELATIONS COORDINATOR, MENTAL HEALTH      **GRADE:** 15

**TITLE ABBREVIATION:** COMM REL COORD MH      **TITLE NO.:** 6182

**JURIS.CL:** C    **SALARY CODE:** 01    **UNIT:**             **EEO CODE:** PR    **FLSA CODE:** NE

**DEPARTMENT:** MENTAL HEALTH      **DIVISION:**                                 

**SUPERVISOR'S TITLE:** DIRECTOR OF MENTAL HEALTH PROGRAM SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:**    The work involves coordinating and evaluating a single point of access for care coordination and housing programs for individuals of the mental health system. Responsibilities include the development, coordination, and performance management of assigned programs. Liaison work involving the community of providers and individuals of service is an integral part of this position. Work is performed under the general supervision of the Director of Mental Health Program Services. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Coordinates and facilitates the initial application of individuals presenting for services through the Orange County single point of access;

Assists in the collection and input of data within the department and for New York State Office of Mental Health;

Maintains a single point of access database and prepares detailed monthly reports for the Office of Mental Health;

Participates and coordinates prioritization of permanent housing options between the single point of access and Department of Social Services Continuum of Care Coordinated Entry;

Ensures coordination of services among assigned programs with single point of access (SPOA) and other related services;

Consults with program agencies to determine impact of services provided to individuals;

Makes presentations to community about SPOA program;

Provides leadership in the identification of needs, and the development and implementation of appropriate programs;

Evaluates the implementation of programs to determine if identified needs and state objectives are being met;

Performs reviews to ensure that services provided meet appropriate standards;

Implements and maintains management information systems for monitoring and evaluation of programs;

Provides oversight of the New York State Office of Mental Health funded Community Outreach Team.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the services and functions of community based outpatient psychiatric services and particularly the role of county government in the system; good knowledge of long range and short range objectives and priorities of the New York State Office of Mental Health; good knowledge of legislation, regulations, current problems and professional standards in the fields of mental health, developmental disabilities, and alcohol and substance abuse; ability to evaluate and recommend changes and improvements of programs providing mental hygiene services; ability to work well with providers and individuals of mental hygiene services at all levels; ability to analyze and interpret program and statistical data; ability to prepare complex written reports; ability to follow complex oral and written directions; ability to work effectively with public and private agencies and with the general public; ability to speak clearly and concisely; initiative and resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree or higher in Social Work, Social Science, Psychology, Public Administration, or related field and four (4) years of full-time paid work experience in the mental hygiene or related human services field.

NOTE: Possession of Master's Degree in any of the above fields may be substituted for one year of the required experience.

**NOTE:**

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.